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19 DEC 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week
Ending 19 December 1975

1. Retirement Statistics: With only one more pay period to go in the current leave year, it is interesting to take a "snapshot" of the level of retirements. From 1 July 1975 to 3 January 1976 the known retirements are as follows:

Civil Service	131
CIARDS	<u>232</u>
Total	364

We will no doubt add to this total as more persons sign up to retire before the end of the leave year.

2. Vietnam Honor Awards Ceremony: Considerable time was spent in preparing for the HMAP ceremony held on 18 December to honor a large number of Agency employees for heroism and other exceptional performance in Vietnam.

3. ERDA Recruiting: The Energy Research and Development Administration (ERDA) of Gaithersburg, Maryland is stirring up recruitment according to reports from our field recruiters. This Administration (formerly AEC) is currently staffing many positions and is understood to be gearing for continued expansion during the next five years. At least one ERDA recruiter at the University of Michigan frankly admitted that they have a real identity problem to overcome. Students and the public at large apparently do not identify with ERDA, even though they are one of the few Government agencies that appears to have definite needs.

4. Personnel Skills Session: Forty persons attended the Skills Session on Personnel Staffing held on 16 December. All participants were urged to do what they could to expedite the decision-making phase of applicant processing. This is a major factor in the length of time required to enter an employee on duty.

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5. Holiday Notice: We prepared a Headquarters Notice advising employees of the holiday on 26 December and pay administration procedures for Christmas and New Year's Day.

6. Consolidation of APP: Consolidation of APP and analysis comments are almost completed.

7. Rehired Annuitants: The following rehired annuitant cases were approved for the Administration Directorate:

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8. Suggestion Awards: On 15 December as Chairman of the Suggestion and Achievement Awards Committee I approved 14 minimal awards totalling \$1,915.

9. Health Benefits Insurance: As a result of the Open Season, the Underwriting Section of Insurance Branch has received 198 actions for enrollment or changes in the Federal Employees Health Benefits Program. An analysis of these actions is attached. The Open Season continues through 31 December.

Coming Events:

1. The Headquarters auditorium has been reserved for the afternoon of 22 January for the annual GEHA meeting.

2. We are continuing our review of positions relative to their exempt/non-exempt status under the Fair Labor Standards Act.

3. Research is being conducted on non-standard work schedules in response to questions posed by OGC.

F. W. M. Janney
Director of Personnel

Att

M E R R Y C H R I S T M A S

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ANALYSIS OF ACTIONS RECEIVED AS OF 12 December 1975

<u>NEW APPLICATIONS</u>	<u>CHANGES</u>	<u>EFFECT ON TOTAL ENROLLMENT</u>
SERVICE BENEFIT PLAN	21	Net Loss of 15 *
ASSOCIATION BENEFIT PLAN	22	Net Gain of 1 *
INDEMNITY BENEFIT PLAN	2	Net Loss of 8
UNIVERSITY AFFILIATED PLAN	0	Net Gain of 21
GROUP HEALTH ASSOCIATION	2	Net Loss of 3

*Includes 2 cancellations